

SECTION I

DDA EXCHANGE READER SURVEY  
PROPOSED ARTICLES

Source of  
Article

Subject

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ODP

- ADP in DDA (including pros and cons of computer support)
- Role of minicomputers in Agency
- Control of ADP boom under a money crunch

OF

- OF role overseas

OL

- Headquarters Physical Plant
- Energy conservation in Agency
- Procurement Division functions 110
- Selection of contractors/awarding of contracts

OMS

- Agency Alcoholism Program

OP


- Retirement system
- Profile of new employees

- Central Processing Branch
- Proposed and actual changes in employee benefits
- Employment of handicapped
- Vacancy Notices
- Follow up article on Morale Survey
- Applicant processing
- Suggestion Awards (including what types of suggestions are needed?)
- Recruiter article
- EAA; similar people-oriented topics
- "Double Dippers" in CIA
- Success of recent publications (e.g., Silver Recruiting Brochure)

OS

- Enforcing regulations on security breaches
- Trials and tribulations of SACS
- More articles on Security - ?

OTR

- An article about Center for Studies in Intelligence
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- Career Training Program
- Unique training courses
- Writing skills

STATINTL

NTL

Recapitulation of Suggested Topics (Cont'd)

O/DDA

- DDA support of Intelligence Community Staff

EO

- Explanation of Directorate policy decisions

AI

- Congressional oversight and its effect on DDA

SSA

- DDA support to overseas stations

CMO Staff

- Mid-level rotation
- Career management
- Advancement of women in DDA (With DDA/EEO Staff)
- Promotions, headroom and associated problems
- Comparison of various M Career subgroups in regard to intent of DDA Personnel Handbook

EEO Staff

- EEO--Overkill? *good idea - why not have a permanent department?*
- EEO lack of progress in certain areas
- Project AIM
- DDA experience with EEOC, FEPC, Upward Mobility quotas, etc. -- positive and negative points

Budget Staff

- Zero-Based Budgeting

ADMAG

- DDA/MAG: Effectiveness, issues

*including w/ DGI*

Recapitulation of Suggested Topics (Cont'd)

ISAS

- Problems of document or record destruction
- Implementation of declassification requirements

IPS

- FOIA/Privacy Act backlog, problems of legal compliance, etc.

DDA General

- Services available within DDA (which may help other DDA'ers do their job better) ?
- Field office workings / ?
- Personal assistance available from OP, OS, OMS, EEO, OGC: a consolidated article
- Impact of recent overseas cutbacks
- DDA interface with other CIA Offices

Non-DDA

- Fine Arts Commission (FAC)
- Map Service (DDI/OGCR)
- Interview with Admiral Turner
- Cafeteria: prices, plans, etc. (Cafeteria Committee) ?
- Use of Library (DDI/OCR)
- Review of [REDACTED] (when completed) (OGC) STATINTL
- Analysis of what is fact and fiction in [REDACTED] letter (IG) ?
- Assessment of DDA support from non-DDA components
- Senate and House investigations/oversight (OLC)
- Code of conduct; current social mores ?

TL

## SECTION II

### DDA EXCHANGE READER SURVEY

#### GENERAL SUGGESTIONS

- Should the DDA have its own overseas <sup>post</sup> slots?
- Consolidated list of job vacancies within DDA
- Parking; why not a tunnel from West <sup>Door</sup> Lot?
- A survey providing statistical information reflecting amount of time expended by Office Directors with employees in grade GS-13 and below.

SECTION III

DDA EXCHANGE READER SURVEY

COMMENTS/SUGGESTIONS

1. Exchange is too self-laudatory and self congratulatory; several articles not sufficiently informative; lack of relevance of some articles (e.g., CB articles).

2. Articles usually have poor openings; stories overly wordy; too many grammatical errors; too much "governmentese."

3. Widen distribution; emphasize availability to personnel of all grades in DDA; place back issues in CIA Library.

4. Change to standard size (8 x 10-1/2); reduce amount of white space (use complete page); lessen appearance of "slick" publication.

5. Pictures need captions; better relationship of pictures to articles; art work should be included; add pictures of authors; too many pictures of management; too many meaningless shots. *Agreed*

6. Should discuss problems and difficulties of DDA Offices as well as success stories.

7. Solicit articles from outside of DDA.

8. Widen scope and circulation to become Agency publication. *Do*

9. Suggestions for recurring articles; story series, or regular columns or sections include:

a. Announcements of promotions, awards, etc. *Do*

b. Senior assignment changes.

c. An occasional article featuring a mid- or lower-level employee.

d. New or approved systems (regardless of Office of origin).

- e. Guest article from outside DDA (IG, OGC, Comptroller, RI, etc.)
- f. Articles from other Directorates.
- g. Explanations of pending legislation which would be of interest to Agency personnel.
- h. Case histories/classic support cases--also unusual happenings overseas.
- i. Reader contribution column; reader question and answer section.
- j. Profiles/interviews of Office Directors.
- k. Brief reports from committees and task forces within DDA.
  - 1. Updates on previously reported systems (SACS, SAFE, GAS, ETECS).
- m. A pros and cons section.
- n. Announcements and explanations of organizational changes (OC Personnel to DDS&T; DDI reorganization; IC Staff).
- o. Articles which augment skills: A "how-to" approach.
- p. Articles by DDA careerists serving in non-DDA components.
- q. Consolidated list of job vacancies within DDA.
- r. Feature articles that relate to each component in all Directorates.
- s. Articles from other members of Intelligence Community on what they are doing.
- t. "Dream" articles, such as where an Office is going (rather than the already accomplished).
- u. Articles authored by DDA and Office Directors on managerial style, philosophy, plans.
- v. Success stories of employees who have worked their way up from clerical to professional positions.
- w. Proposed HR revisions. *PO-*